U.S. DEPARTMENT OF LABOR

TRAVEL MANAGER

HOW TO CREATE A ROUTING LIST GUIDE - ELECTRONIC PROCESSING
(VERSION 7.1C)

U.S. DEPARTMENT OF LABOR
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ELECTRONIC PROCESSING

Travel Manager software is used to create Travel Authorizations, Travel Vouchers and Local Travel Vouchers (for local travel). After a travel document is prepared, the document can be saved, printed, and forwarded to an Authorizing Official (for Travel Authorizations) or Approving Official (for Travel Vouchers). Frequently the Authorizing Official and Approving Official is the same person as well as the employee's supervisor . . . but not always. Once the Official either authorizes or approves the travel document, the document can be sent to the Servicing Finance Office for processing.

Travel Manager provides an electronic processing alternative to hard copy processing. Electronic processing uses e-mail technology and a common data base as the basis for functionality. Once a document is created, it is stored on a data base server located in Washington; that is, no matter where the travel document is prepared, it is stored in one central location. This allows access to the document by officials or financial staff no matter where the officials or Finance Staff are located. E-mail is used to notify the officials or Finance Staff that a document is awaiting their attention.

For Travel Manager to know who is to be notified that a document is waiting for processing, a routing list is built. A routing list contains the names and functions each of the named persons normally perform on a document. For example, the Authorizing Official normally authorizes travel so the function (status) linked to the Authorizing Official is "Authorized."

The system is told to execute the routing list when the travel document preparer/traveler electronically signs a document. For example, an OSHA employee located in the Tampa, FL Area Office may prepare a travel voucher and electronically sign the document in order to begin the electronic processing process (an electronic signature is analogous to a password). Travel Manager sends an e-mail message to the Approving Official . . . for this example, let's say the official is located in Atlanta. The Approving Official reviews the voucher on his/her PC in Atlanta and takes action on the document by assigning a status and electronically signing the document. The Manager may assign a status of "Approved" or alternatively modify the voucher and/ or assign a "Disapproved" or "Returned" status to the document. Generally, the next person listed on the routing list is in the Servicing Finance Office. The Finance Office person is notified via an e-mail message generated by Travel Manager that a document is available for processing. The Finance Office person calls the document, runs the audit routine built into Travel Manager, and subsequently processes the voucher for payment.

Note: If a traveler or preparer prepares a travel document, the system assigns the status “Submitted” to either person. If a preparer prepares a Travel Voucher and signs the document, Travel Manager automatically sends the document to the traveler for electronic signature before sending it to the first name on the routing list. Neither the names of the preparer nor the traveler need to be included on the routing list.

There are several key elements related to electronic processing. The first is to decide who needs to be included in the approval and payment certification process. Each person’s name in the process will need to be included on the routing list.

The second is to decide what functions (reviewed, authorized, approved, complete, etc.) each person on the routing list will perform. Travel Manager calls for assigning a function to each person. That function is called a “status.” For example, when an employee or a preparer of a travel document signs a document, the “status” preprogramed into Travel Manager is the “Submitted” status.

Each status is in turn linked to an action code. The “Submitted” status is linked to the action code “SIGN.” The “SIGN” action code tells travel manager to initiate routing by sending an e-mail to the next person on the routing list. Let’s say that the document is a Travel Authorization and the next person to take action on the Travel Authorization is the Authorizing Official. A function normally performed by the Authorizing Official is to authorize the proposed travel. Thus a status assigned to the name of an Authorizing Official is “Authorized.” Linked to the “Authorized” status are one or more action codes. One such action code is “CFUND.” This action code tells Travel Manager to go to the Budget Module (another feature within Travel Manager) and to check to see if there are sufficient funds planned for this travel. The last person on the routing list is a person in the Finance Office. The status associated with the Finance Office function is “Completed.” This status is linked to the “Complete” action code which tells Travel Manager, once the Finance Office staff person electronically signs the document, to lock the document so no more changes can be made to it. This is an overview of how electronic processing works.

There are few more thoughts to share with you before you begin to create a routing list. There is no practical limit on the number of persons that can be included on a routing list. However, an old sage once said, “Keep it simple, stupid!” The more people you include on a routing list than absolutely necessary means there are more stops where a document could get hung up. DOL policy states that there should be only one Agency person in the loop between the employee and the Finance Office in processing a travel voucher for payment.

It is conceivable that the next person on the routing list may not be available to process the document. Travel Manager allows alternative ways of solving this practical problem. First, Travel Manager allows a person to delegate his/her function to another person and to recall the delegation when appropriate. This is called “Delegating Signature Authority” and will be addressed later.

Second, more than one person can be assigned the same function and thus the same place on the routing list. This is done by assigning a “level” to each person on the routing list. In the examples in this guide, the Finance Office person is second on the list. The level assigned to this person is “2.” Another person may be added to the routing list and also assigned level “2." Travel Manager will notify both level “2" persons by e-mail that a document is available for processing. Either level “2" persons may call the document and electronically sign the document and thus satisfy the associated function. The last person on any routing list is always in the Finance Office.

Travel Manager takes care of other problems. For example, let’s say that a Manager has a travel budget that is used by employees from several different offices. It is possible to tell Travel Manager, whenever Cris Manager’s accounting code is invoked, automatically route the document to Cris Manager for approval. This is called a “wild card” function and will be addressed later.

Travel Manager also has the ability to recognize a special type of travel, for example, foreign travel. Travel Manager can be told to notify a predetermined person(s) who is responsible for approving foreign travel. This is “Conditional Routing” and is also addressed later.

Each routing list contains three sub-lists. That is, there is a separate routing sequence for processing authorizations, vouchers, and local vouchers. Usually one routing list (with each of the three sub-lists) is prepared for each cost center.

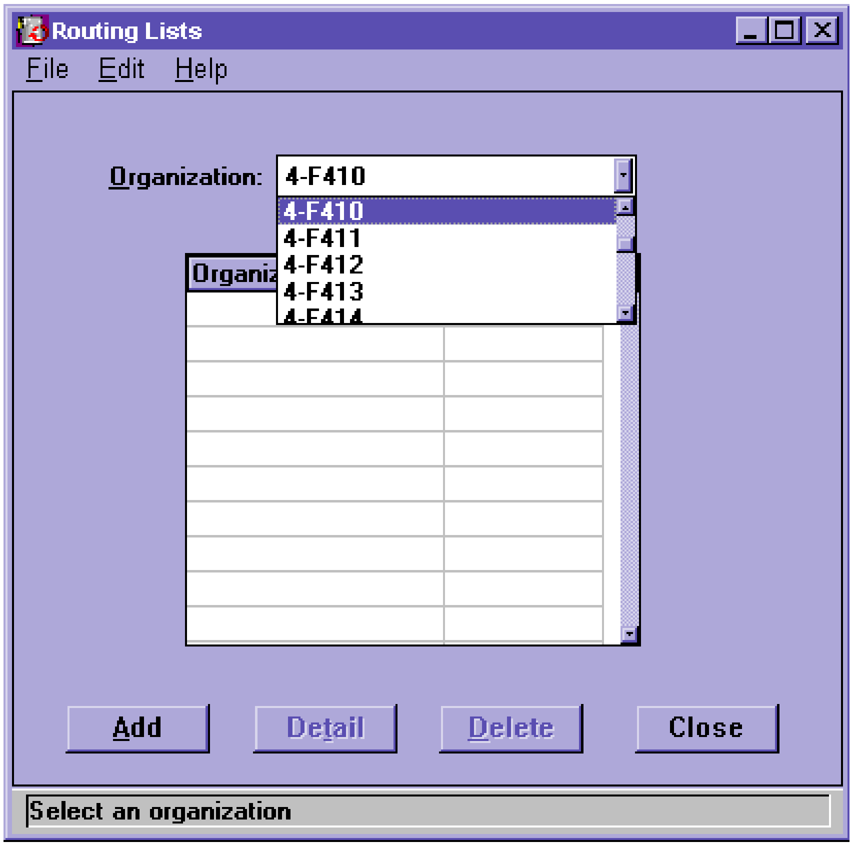
However, more than one cost center may be assigned to the same routing list and more than one routing list may be developed for a single cost center. Each traveler is linked to a routing list. It is possible to change the linkage from one routing list to another for a specific travel document. Normally, a traveler is linked to only one routing list.

While the above may sound complicated, in actual practice, the process is relatively simple. Travel Manager provides considerable flexibility and that flexibility takes a little more understanding. In fact, there are other options available. If you have a question, please ask.

CREATING A ROUTING LIST

Follow along as we create a simple routing list for OSHA's Tampa, FL Area Office. This example, demonstrates the process and when you create your own routing list you will want to substitute information that is relevant to your office.

Access Travel Manager. From the **Doc Prep Screen**, select **Modules** and then the **EP Administration Module**. Select **Routing**, and then **Routing Lists**. Once on **the Routing Lists** screen, go to the **Organization** box and use the down arrow to find the organizational cost center, in this example, OSHA's Area Office in Tampa in the example in this guide, *4-F414* . . . the first "4" means the Atlanta Region, "F" means OSHA and "414" is the cost center number for OSHA's Tampa Area Office. The **Routing Lists** screen looks like this:



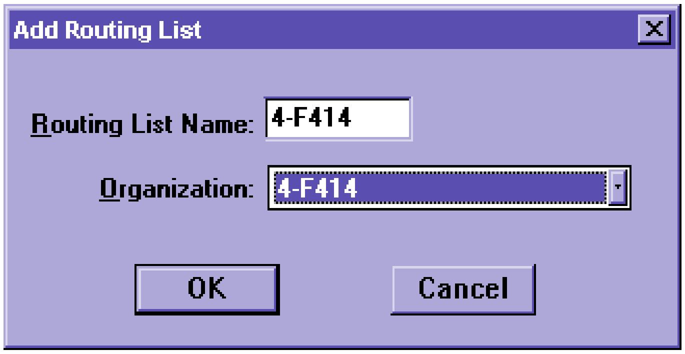
Organization: 4-F410

4-F410
4-F411
4-F412
4-F413
4-F414

Select an organization

Once the intended organization displays in the **Organization** box, select **Add**. On the **Add Routing List** screen enter a *routing list name.* Suggest you use the same naming convention as used in Travel Manager to identify organizations. In this case, the name would be *4-F414*.

The **Add Routing List** screen looks like this:

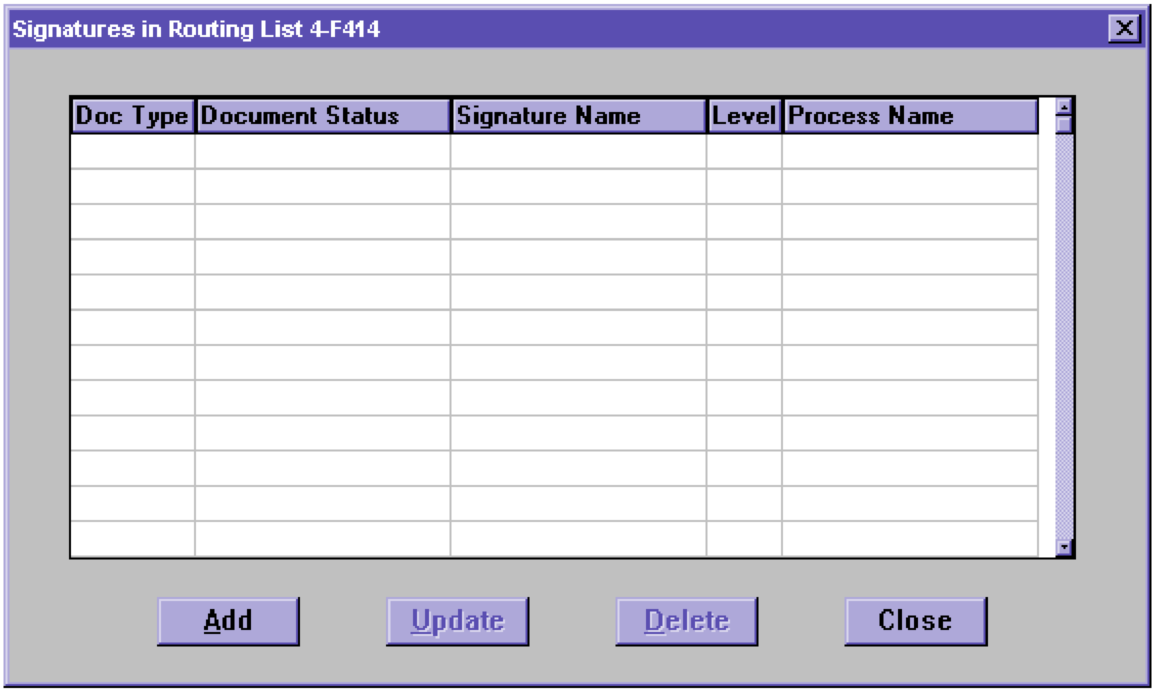

Add Routing List
OK
Cancel

Routing List Name: 4-F414

Organization: 4-F414

Upon selecting **OK,** the **Signatures in Routing List (*list name*)** screen is displayed.

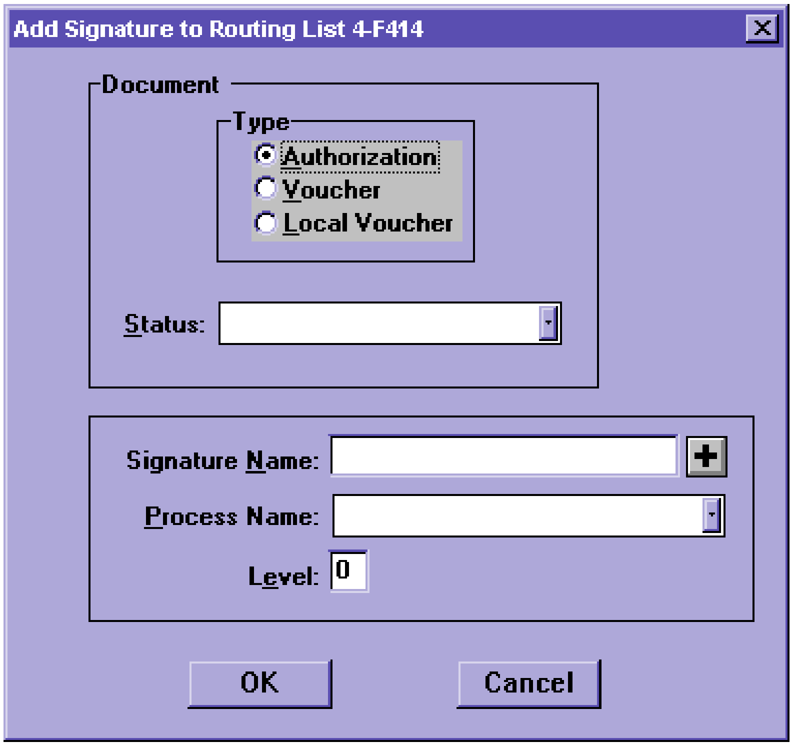
The **Signatures in Routing List (*list name*)** screen looks like this:


Signatures in Routing List 4-F414
Add
Update
Delete
Close

Doc Type	Document Status	Signature Name	Level	Process Name

Upon selecting **Add**, **the Add Signatures in Routing List (*list name*)** screen is displayed.

The **Add Signatures in Routing List (*list name*)** screen looks like this:



Type: ● Authorization

Level: 0

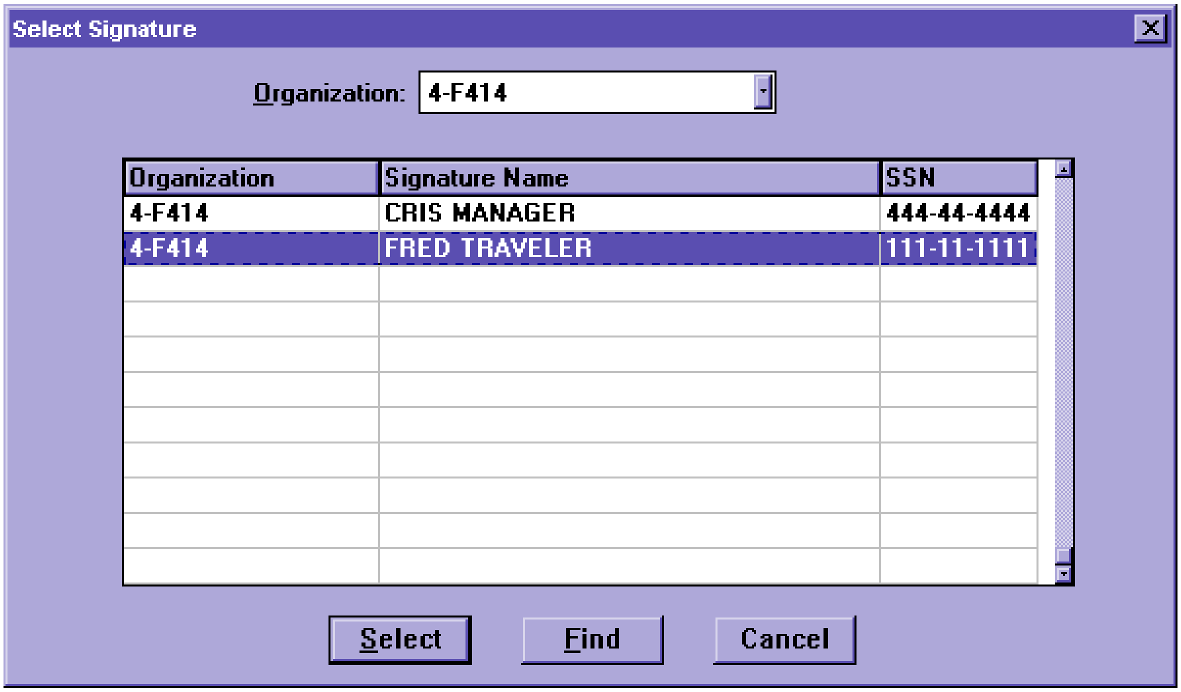
For this example, we are going to prepare three sub lists, one each for Authorizations, Vouchers and Local Vouchers. Each list will contain a two-level routing sequence. For a Travel Authorization the first level status is "*Authorized*." It is important to use the "*Authorized*" status for Travel Authorizations if your Agency uses or plans to use the Budget Module. The "*Authorized*" status is linked to the action code "*CFUND*." The action code *CFUND* instructs Travel Manager to check to see if funds are available from the Budget Module. (Note: When creating a Routing List for a voucher, the first level Status is "*Approved*." The "*Approved*" status is linked to the action code "*VFUND*"s which tells Travel Manager to deduct the amount of the voucher from the Budget availability.)

In this example, the second level will be a person(s) in the OASAM Atlanta Finance Office. We will include two members of the Finance Office at level "2" so that either Finance Office person may process the Authorization.

In the **Add Signatures in Routing List (*list name*)** screen and in the **Status** box, scroll down and select “*Authorized*.” In the **Signature Name** box, type the *“name of the person”* to whom the travel document will be routed. Press the Tab key to let the system find the name for you.

Note: Typing the name works best. If you mistype the name, the system will return the message, “*Invalid name entered*.” Typing the name is a way of selecting a name if the person is not in an organization to which you have access. For example, this may be the case when selecting the names of Finance Office staff.

Alternative to typing the name, click on the “+” and the **Select Signature** screen will display. In the **Organization** box, your organization will be displayed or scroll down to the cost center for which a routing list is being prepared. Select the name desired. Alternatively, select **Find** and enter the *“first and last name”* of the name desired. The **Select Signature** screen looks like this:



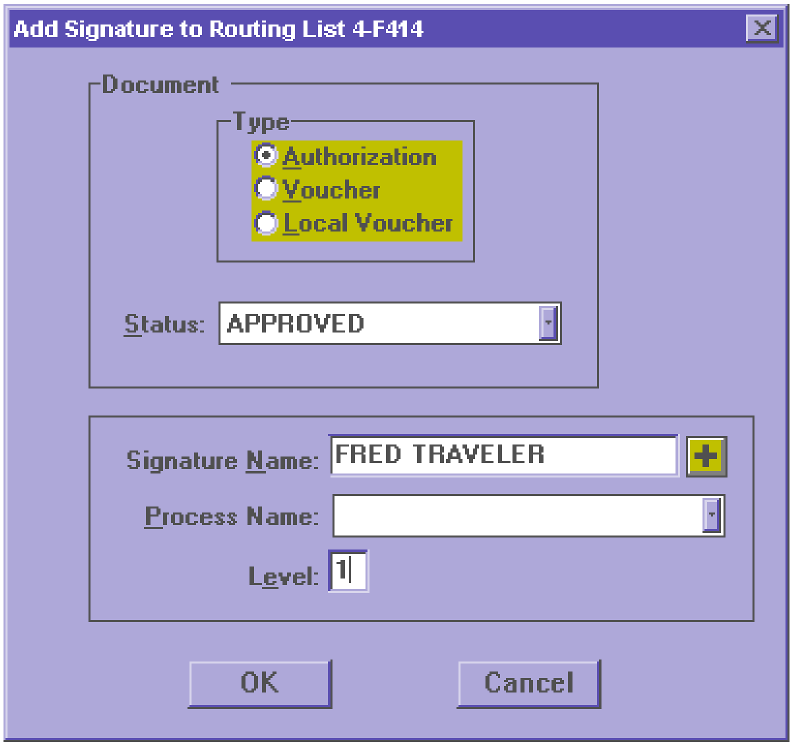
Organization: 4-F414

Organization	Signature Name	SSN
4-F414	CRIS MANAGER	444-44-4444
4-F414	FRED TRAVELER	111-11-1111

Once the person who you wish to select is highlighted, choose **Select.** Travel Manager will return you to the **Add Signatures in Routing List (*list name*)** screen.

In the **Level** box, type “*1*".

The completed **Add Signatures in Routing List (*list name*)** screen looks like this:


Add Signature to Routing List 4-F414
Document
OK
Cancel

Type
● Authorization
○ Voucher
○ Local Voucher

Status: APPROVED

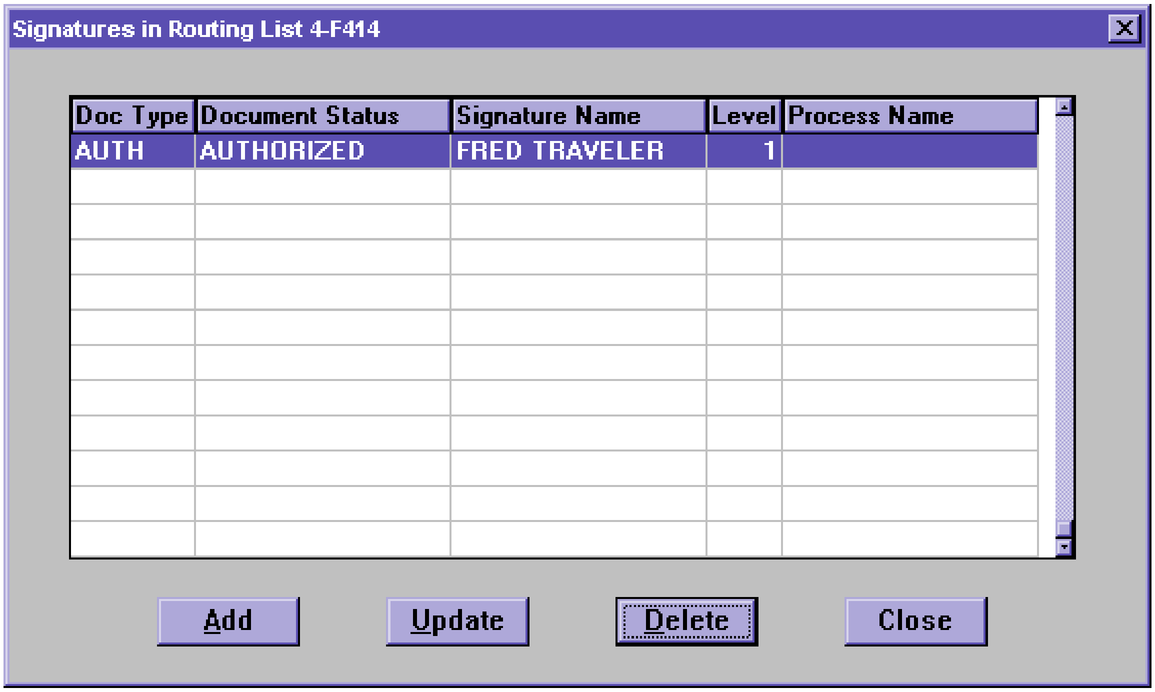
Signature Name: FRED TRAVELER

Process Name:

Level: 1

In the **Add Signatures in Routing List (*list name*)** screen, select **OK** and Travel Manager will return to the **Signature in Routing List (*list name*)** screen.

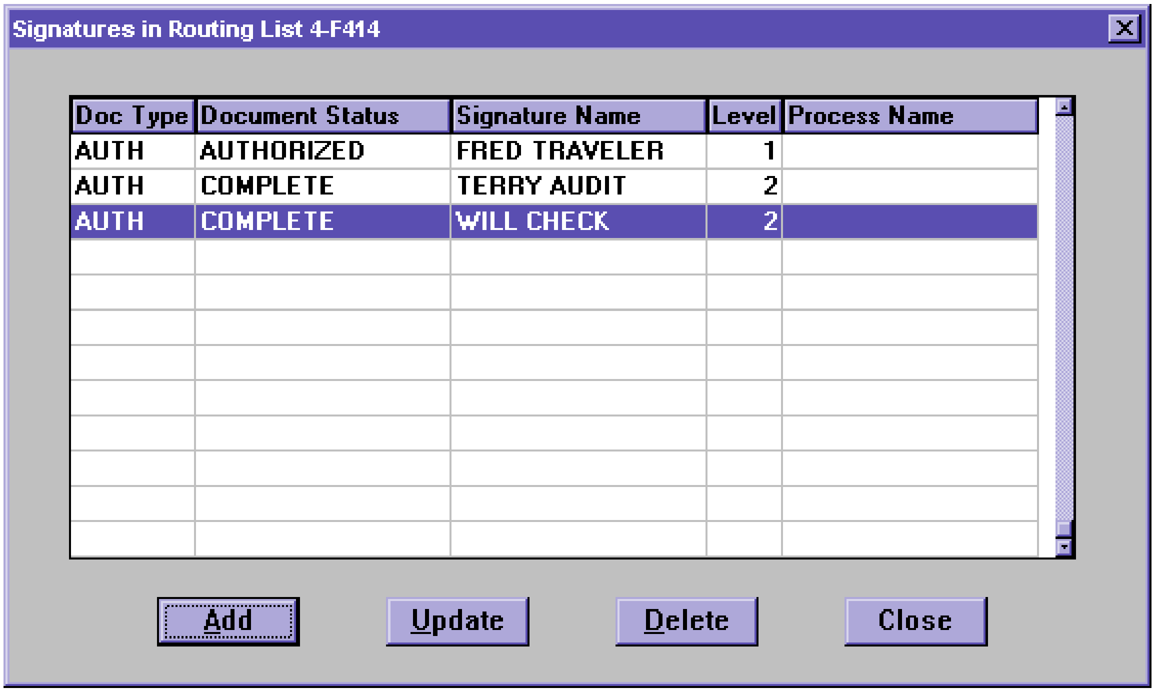
The **Signature in Routing List (*list name*)** screen looks like this:



Doc Type	Document Status	Signature Name	Level	Process Name
AUTH	AUTHORIZED	FRED TRAVELER	1	

To add the next person(s) to the Routing List, repeat the above process by selecting the appropriate *Status*, *Name* (Signature) and *Level*. In this case, we will add two OASAM Atlanta Servicing Finance Office staff persons to Level 2. We will assign the Status "*Complete*" to the Finance Office names. The last level for all routing lists is the Finance Office and the Status assigned to the last level is "*Complete.*" The action code linked to the "*Complete*" status tells Travel Manager to lock the document from further change since all Travel Manager functions are now completed.

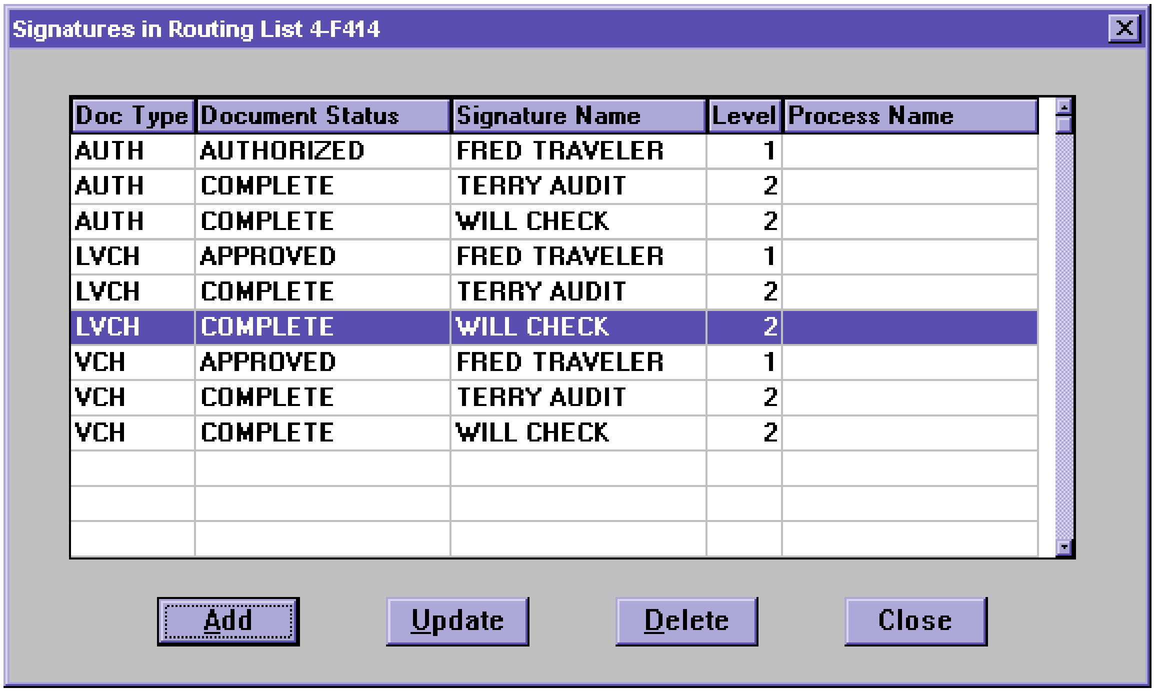
The completed **Signature in Routing List (*list name*)** screen for Travel Authorizations looks like this:



Doc Type	Document Status	Signature Name	Level	Process Name
AUTH	AUTHORIZED	FRED TRAVELER	1	
AUTH	COMPLETE	TERRY AUDIT	2	
AUTH	COMPLETE	WILL CHECK	2	

To add routing lists for Vouchers and Local Vouchers repeat the above process. Select *Local Voucher* and proceed to add the "*Approved*" status and names as above. Then select *Voucher* and proceed to add the "*Approved*" status and names as above. Remember to use the "*Approved*" status for the first level. For level 2 add the Finance Staff and the "*Completed*" status for each person.

The completed **Signature in Routing List (*list name*)** screen for all travel documents looks like this:



Doc Type	Document Status	Signature Name	Level	Process Name
AUTH	AUTHORIZED	FRED TRAVELER	1	
AUTH	COMPLETE	TERRY AUDIT	2	
AUTH	COMPLETE	WILL CHECK	2	
LVCH	APPROVED	FRED TRAVELER	1	
LVCH	COMPLETE	TERRY AUDIT	2	
LVCH	COMPLETE	WILL CHECK	2	
VCH	APPROVED	FRED TRAVELER	1	
VCH	COMPLETE	TERRY AUDIT	2	
VCH	COMPLETE	WILL CHECK	2	

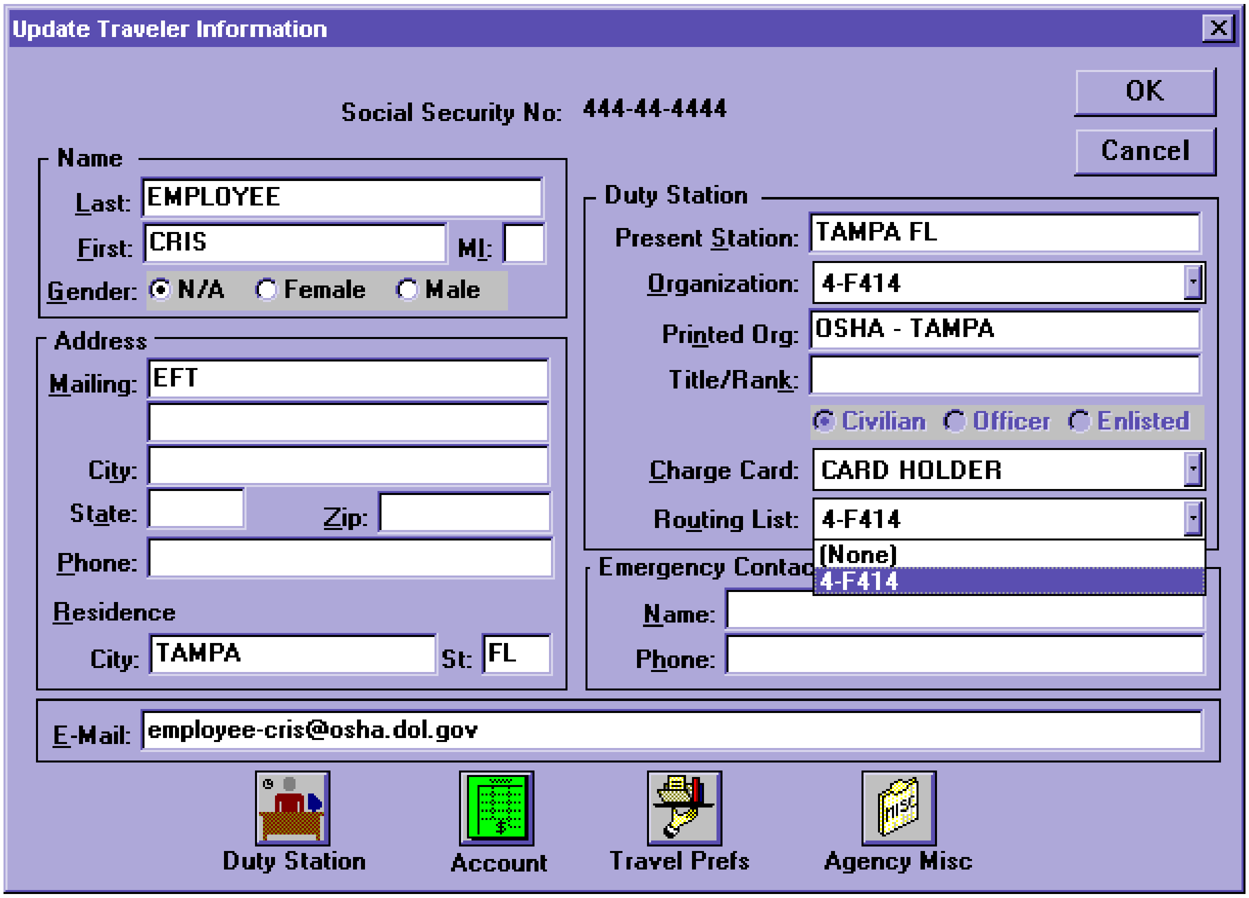
Note: Often the routing list for a regular Travel Voucher and a Local Travel Voucher will be similar . . . if not identical in form.

LINKING THE TRAVELER TO A ROUTING LIST

We now need to link the traveler to the routing list just created so that each time a document is prepared for or by the traveler it is routed to those designated in the routing list.

Go to the Doc Prep Admin Module and in the **Doc Prep Admin** screen, select the **Traveler Information** screen Icon (button that looks like a red man). Select a traveler for whom the routing list will be used. On the **Traveler Information** screen, highlight the name of the traveler and select **Update.** On the **Update Traveler Information** screen and in the **Routing List** box, use the drop down list to select the appropriate routing list.

The **Update Traveler Information** screens looks like this.


Update Traveler Information
OK
Cancel
Name
MI:
Address
City:
State:
Zip:
Phone:
Residence
Duty Station
Title/Rank:
Emergency Contact
Name:
Phone:
Duty Station
Account
Travel Prefs
Agency Misc

Social Security No: 444-44-4444

Last: EMPLOYEE

First: CRIS

Gender: ● N/A ○ Female ○ Male

Mailing: EFT

City: TAMPA St: FL

Present Station: TAMPA FL

Organization: 4-F414

Printed Org: OSHA - TAMPA

● Civilian ○ Officer ○ Enlisted

Charge Card: CARD HOLDER

Routing List: 4-F414

(None)

4-F414

E-Mail: employee-cris@osha.dol.gov

Now let us review what we have done. We have created a two-stage routing list that calls for Fred Traveler to authorize Travel Authorizations and to approve TDY Vouchers and Local Travel Vouchers. For all three document types, Terry Audit or Will Check is the final recipient of the document. By signing the documents, the "*Complete*" status is assigned to the document. Once the status "*Complete*" is assigned, the document is locked and no changes may be made. If a change is required, an **Amendment** document is the way to accomplish the change

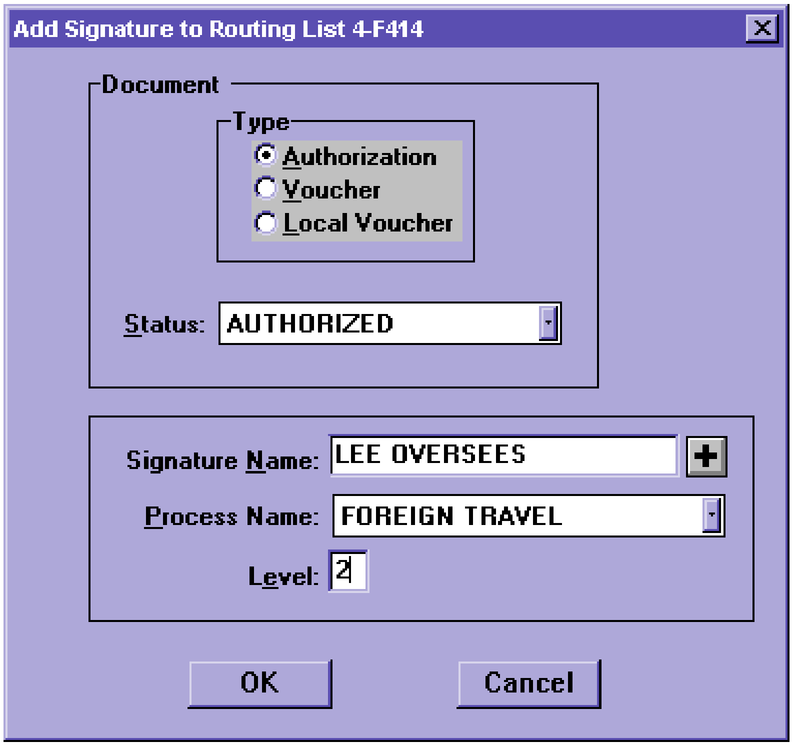
While the DLMS 7, Chapter 1 prescribes only one level of Authorization or Approval in an Agency, at times another level of review may be necessary. You may use the same or another status for this level. The status most often used is "*Reviewed* ." A word of caution is in order. The more complicated you make a routing list, the greater the potential for slowing down the electronic processing.

Congratulations, by following this example, you have just completed your first Routing List. Now let us talk about some bells and whistles . . . or options that Travel Manager provides.

CONDITIONAL ROUTING WITH ROUTING TESTS

There are situations where a document needs to be routed to another person for action because of the nature of the travel. For example, foreign travel needs to be approved by the head of the Agency and ILAB. Travel Manager accommodates what is called “Conditional Routing” in two ways. The first is through the use of a “Process Name.” An example of a process name is “**foreign travel**.”

The Process Name field in the routing list is used in conjunction with routing tests to set up conditional routing. When the criterion for the routing test is met, the document will be routed to the individual specified in the routing list for that process name. For example, all foreign travel within DOL must be approved by a person in ILAB. For the sake of this example, we will name that person “Lee Oversees.” Therefore, we will build a routing list to include Lee Oversees in the appropriate order of approval. If the condition is met (the traveler has selected a foreign city destination) then Lee Oversees will be notified that a document needs to be addressed. Reflect back to the **Signature for Routing List (*list name*)** and select **Add**. The completed **Add Signatures in Routing List (*list name*)** screen looks like this:


Add Signature to Routing List 4-F414

Document

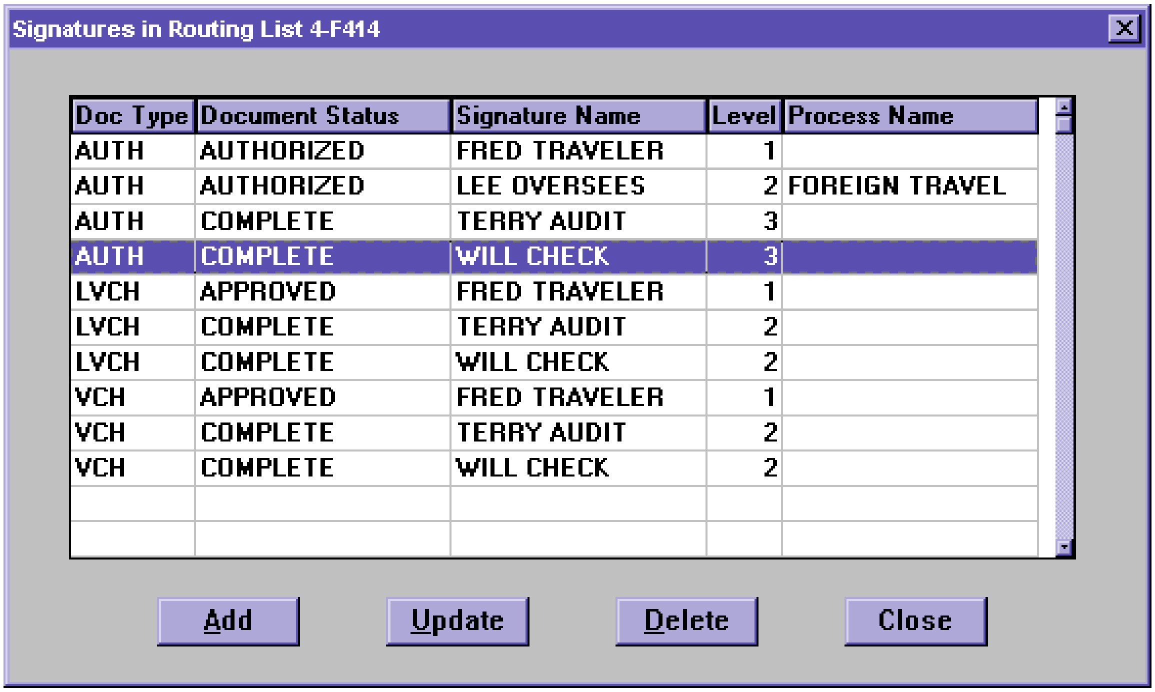
Type
● Authorization
○ Voucher
○ Local Voucher

Status: AUTHORIZED

Signature Name: LEE OVERSEES
Process Name: FOREIGN TRAVEL
Level: 2

Reorder the “Level” if you inserted the approving official for Foreign Travel in the middle of the list.

The **Signatures in Routing List (*list name*)** looks like this:



Doc Type	Document Status	Signature Name	Level	Process Name
AUTH	AUTHORIZED	FRED TRAVELER	1	
AUTH	AUTHORIZED	LEE OVERSEES	2	FOREIGN TRAVEL
AUTH	COMPLETE	TERRY AUDIT	3	
AUTH	COMPLETE	WILL CHECK	3	
LVCH	APPROVED	FRED TRAVELER	1	
LVCH	COMPLETE	TERRY AUDIT	2	
LVCH	COMPLETE	WILL CHECK	2	
VCH	APPROVED	FRED TRAVELER	1	
VCH	COMPLETE	TERRY AUDIT	2	
VCH	COMPLETE	WILL CHECK	2	

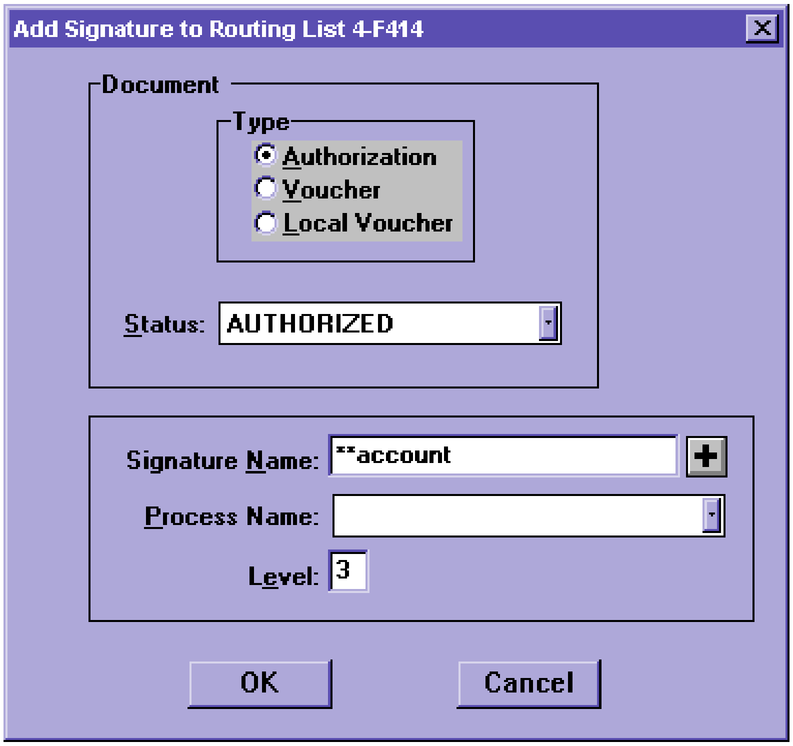
CONDITIONAL ROUTING WITH WILD CARDS IN ROUTING LISTS

Travel Manager provides for another type of conditional routing by using “wild cards” to signal Travel Manager that a document meeting a specified condition must be routed to a specific person for action.

An example would be when, Cris Manager, the head of cost center F414 agrees to pay the travel costs of staff assigned to a cost center other than F414. In such a situation, Travel Manager can be instructed to send any travel document that employs the accounting code for cost center F414 to Cris Manager for authorization or approval.

On **Add Signatures in Routing List (*list name*),** select intended Document Type and Status and in the **Signature Name** box, type ***account.*

The **Add Signatures in Routing List (*list name*)** screen looks like this:


Add Signature to Routing List 4-F414
Document
OK
Cancel

Type:
● Authorization
○ Voucher
○ Local Voucher

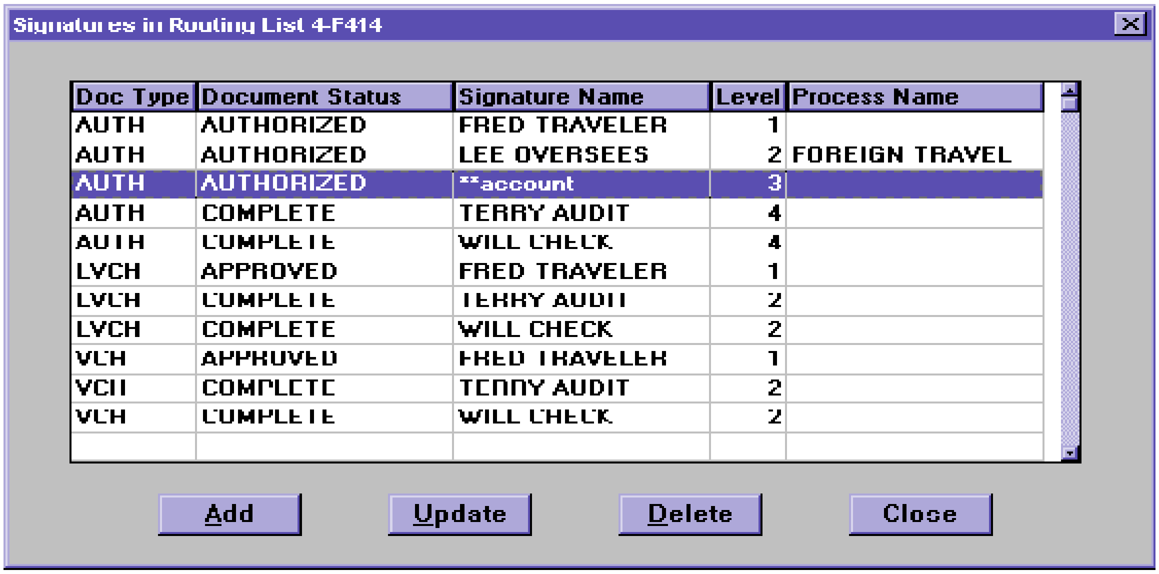
Status: AUTHORIZED

Signature Name: **account

Process Name:

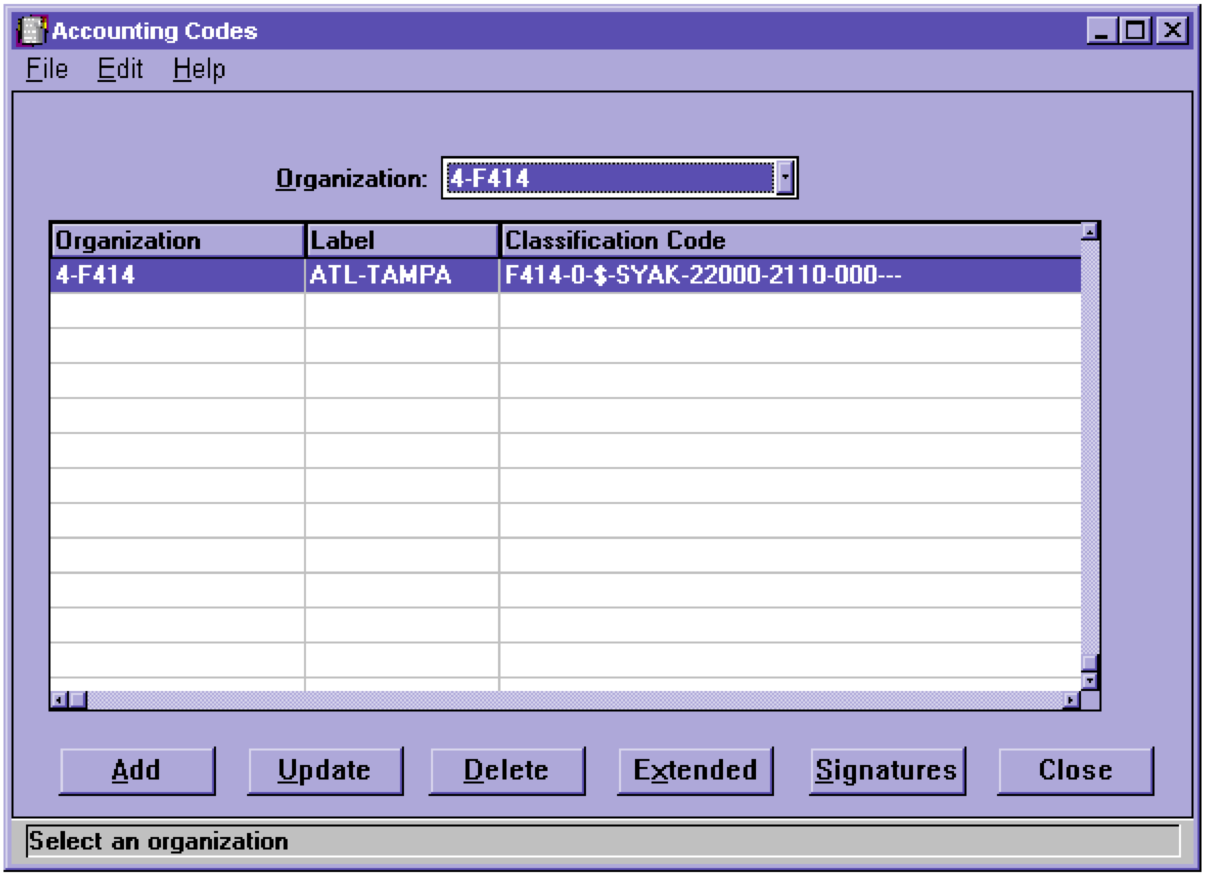
Level: 3

The **Signatures in Routing List (*list name*)** screen looks like this:


Signatures in Routing List 4-F414
Add
Update
Delete
Close

Doc Type	Document Status	Signature Name	Level	Process Name
AUTH	AUTHORIZED	FRED TRAVELER	1	
AUTH	AUTHORIZED	LEE OVERSEES	2	FOREIGN TRAVEL
AUTH	AUTHORIZED	**account	3	
AUTH	COMPLETE	TERRY AUDIT	4	
AUTH	COMPLETE	WILL CHECK	4	
LVCH	APPROVED	FRED TRAVELER	1	
LVCH	COMPLETE	TERRY AUDIT	2	
LVCH	COMPLETE	WILL CHECK	2	
VCH	APPROVED	FRED TRAVELER	1	
VCH	COMPLETE	TERRY AUDIT	2	
VCH	COMPLETE	WILL CHECK	2	

To link the “wild card” to an accounting code so that documents (in this case Authorizations) that employ the accounting code for cost center F414 are routed to Cris Manager for authorization, from the **Doc Prep Admin** screen select **Setup, Accounting** and then **Codes**. On the **Accounting Code** screen, from the drop down menu select the appropriate cost center code. The **Accounting Code** screen looks like this:

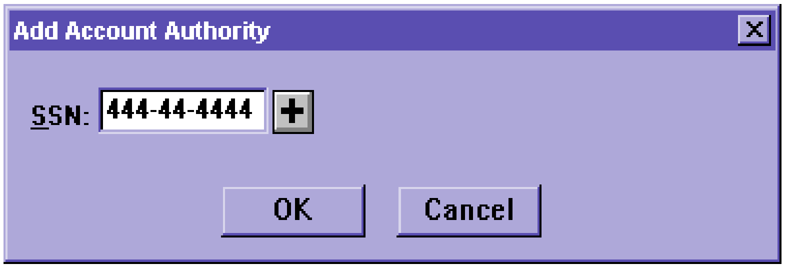

Accounting Codes
File
Edit
Help
Add
Update
Delete
Extended
Signatures
Close

Organization: 4-F414

Organization	Label	Classification Code
4-F414	ATL-TAMPA	F414-0-$-SYAK-22000-2110-000---

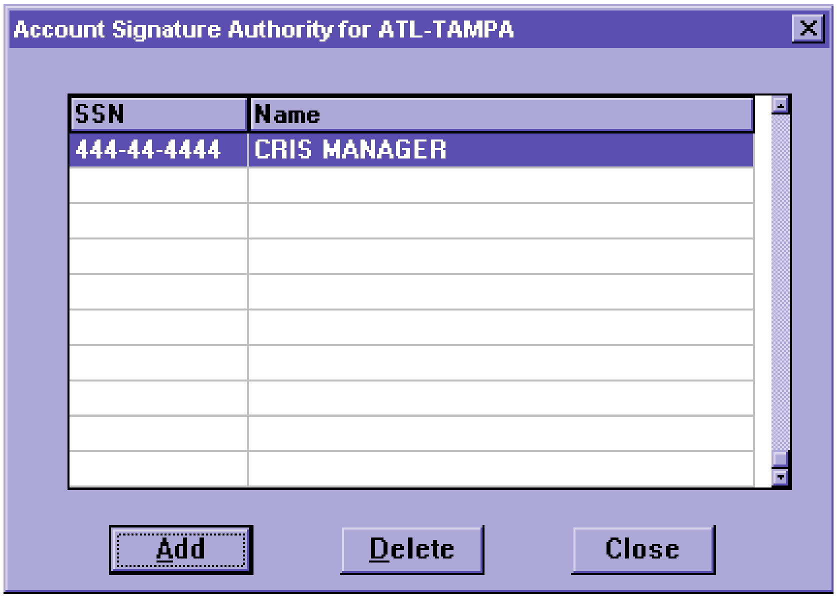
Select an organization

On the **Accounting Codes** screen select **Signatures**. On the **Add Account Authority** screen, enter the *Social Security number* of the Manager. The **Add Account Authority** screen looks like this:


Add Account Authority
OK
Cancel

SSN: 444-44-4444

The completed **Account Signature Authority (*org name*)** screen looks like this:



SSN	Name
444-44-4444	CRIS MANAGER

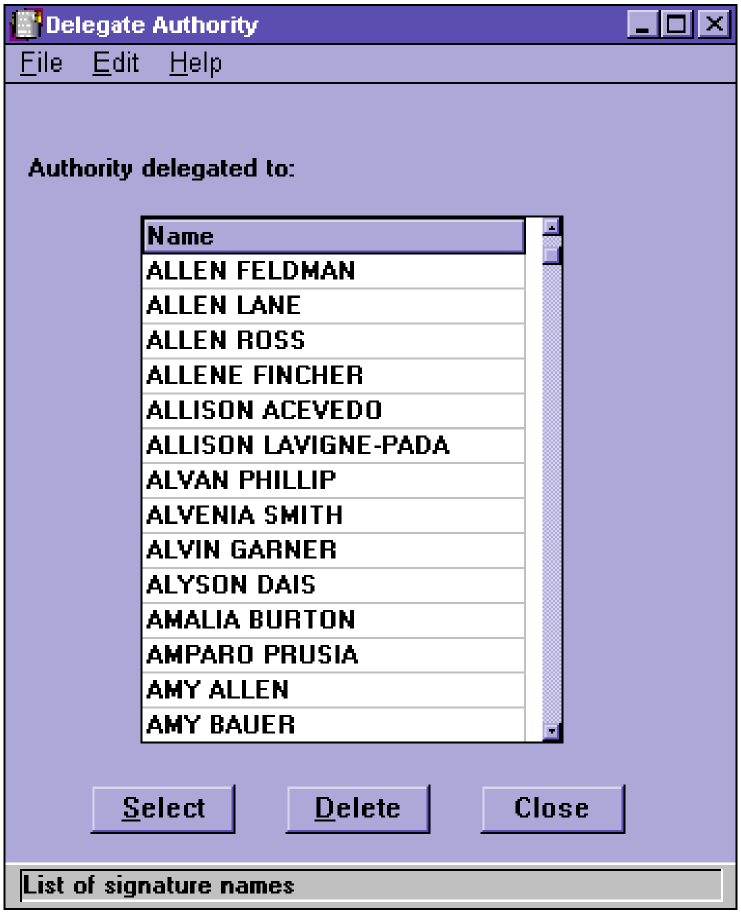
There are additional "wild cards" available to route the document. For example, the document may be routed via a "wild card" to the Servicing Finance Office or when a document is signed with a specific status the document would be routed to a designated person.

DELEGATING SIGNATURE AUTHORITY

If a Manager or a member of the Financial Staff is not available to process a document, authority to process the document may be delegated to another appropriate person.

From the Doc Prep Module, the **Travel Manager - Doc Prep** screen, select **Setup**, **Security**, and then **Delegate Authority**. The **Delegate Authority** screen will display.

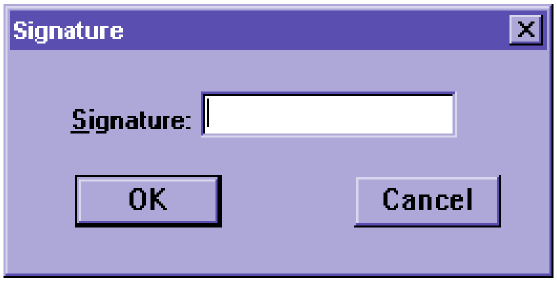
The **Delegate Authority** screen looks like this:


Delegate Authority
File
Edit
Help
Authority delegated to:
Select
Delete
Close
List of signature names

Name
ALLEN FELDMAN
ALLEN LANE
ALLEN ROSS
ALLENE FINCHER
ALLISON ACEVEDO
ALLISON LAVIGNE-PADA
ALVAN PHILLIP
ALVENIA SMITH
ALVIN GARNER
ALYSON DAIS
AMALIA BURTON
AMPARO PRUSIA
AMY ALLEN
AMY BAUER

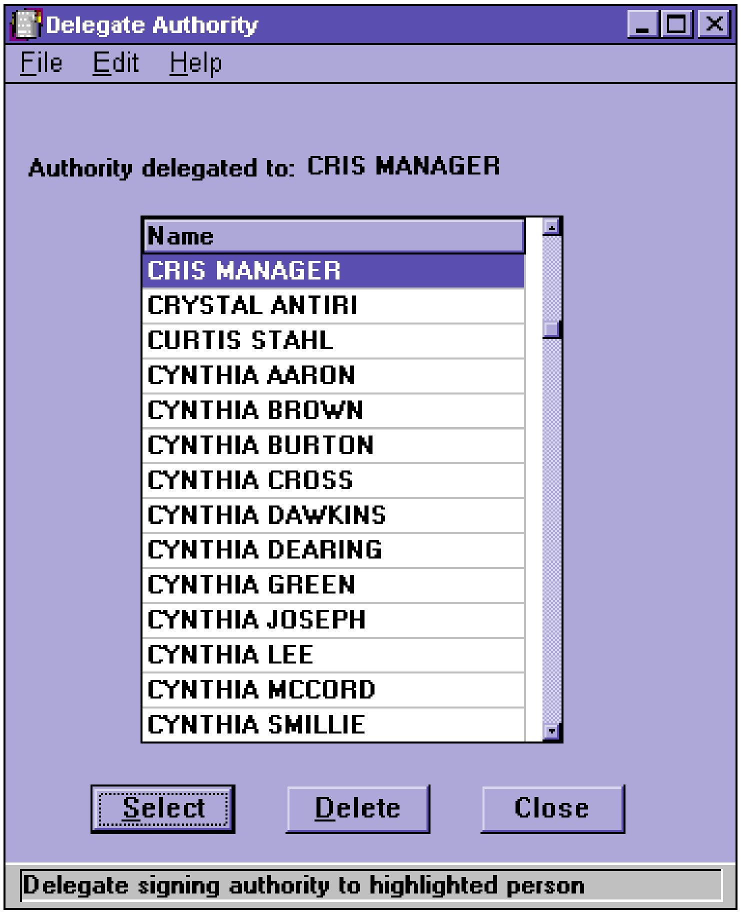
On the **Delegate Authority** screen, highlight *the name* or select **Edit** and select **Find,** and enter *the name* of the person to whom you wish to Delegate Signature Authority while you are not available to process travel documents. Choose **Select.**

The **Signature** Screen is displayed. The **Signature** screen looks like this:


Signature
Signature:
OK
Cancel

Enter your electronic signature, and select **OK**.

The completed **Delegate Authority** screen looks like this:



Authority delegated to: CRIS MANAGER

Name
CRIS MANAGER
CRYSTAL ANTIRI
CURTIS STAHL
CYNTHIA AARON
CYNTHIA BROWN
CYNTHIA BURTON
CYNTHIA CROSS
CYNTHIA DAWKINS
CYNTHIA DEARING
CYNTHIA GREEN
CYNTHIA JOSEPH
CYNTHIA LEE
CYNTHIA MCCORD
CYNTHIA SMILLIE

Delegate signing authority to highlighted person

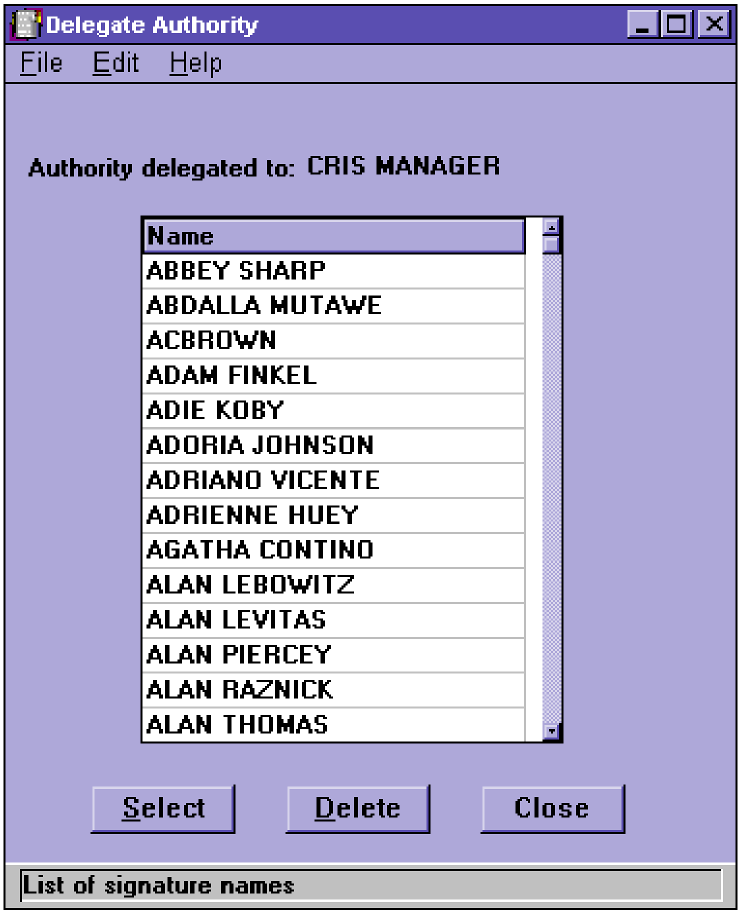
Select **Close** to return to the **Travel Manager - Doc Prep** screen.

CANCELING DELEGATION OF SIGNATURE AUTHORITY

If a Manager or a member of the Financial Staff is now available to process a document, previous delegated signature authority to process the document may be canceled.

From the Doc Prep Module, the **Travel Manager - Doc Prep** screen, select **Setup**, **Security**, and then **Delegate Authority**. The **Delegate Authority** screen will display.

The **Delegate Authority** screen looks like this:



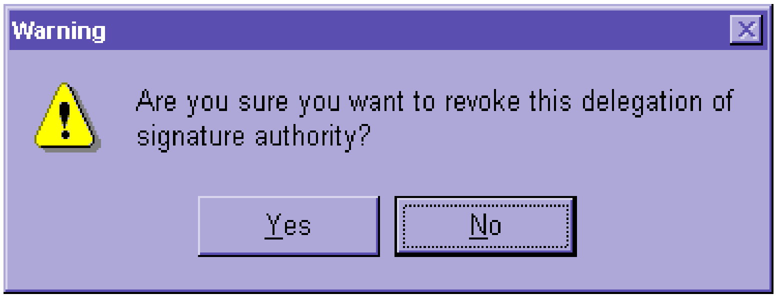
Authority delegated to: CRIS MANAGER

Name
ABBEY SHARP
ABDALLA MUTAWE
ACBROWN
ADAM FINKEL
ADIE KOBY
ADORIA JOHNSON
ADRIANO VICENTE
ADRIENNE HUEY
AGATHA CONTINO
ALAN LEBOWITZ
ALAN LEVITAS
ALAN PIERCEY
ALAN RAZNICK
ALAN THOMAS

List of signature names

On the **Delegate Authority** screen, highlight *the name* or select **Edit** and select **Find,** and enter *the name* of the person to whom you wish to cancel your Delegated Signature Authority. Choose **Select.**

The **Warning** screen is displayed. The **Warning** screen looks like this:



Are you sure you want to revoke this delegation of signature authority?

Select **Yes** and you will be returned to the **Delegate Authority** screen. Select **Close** and you will be returned to the **Travel Manager - Doc Prep** screen.

CLOSING SUGGESTION

Suggest that you test your completed list to ensure it is correctly working.

If you have questions, call Paul Becker on 202-219-6891 or better send him an e-mail with your question. Give him the organization and name of the routing list and he can go into the system and review the list in question.